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Food Program

OPERATING PROCEDURES FOR THE ARMY FOOD PROGRAM

For the Director, IMA-KORO

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Summary. This supplement prescribes operating procedures for the Army Food Program encompassing garrison, field and substance support.

Applicability. This supplement applies to all Army in Korea personnel, subordinate commands, assigned or attached units, and tenant units.

Supplementation. Issue of further supplements to this regulation and issuance of command and local forms are prohibited unless prior approval is obtained from HQ IMA-KORO (IMKO-LOD-FS), Unit #15742, APO AP 96205-5742. This supplement is automatically canceled by the publication of the next update of Army Pam 30-22.

Forms. AK forms are available at <http://8tharmy.korea.army.mil/>.

Records Management. Records created as a result of processes prescribed by the this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Records titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent agency of this supplement is the HQ IMA-KORO, (IMKO-LOD-FS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Director, IMA-KORO, (IMKO-LOD-FS), Unit #15742, APO AP 96205-5742.

Distribution. Electronic Media Only (EMO).

DA PAM 30-22, 30 August 2002, is supplemented as follows:

Page vi, Appendixes: Add the following appendix I after appendix H.

I. Instructions to Determine Cash Overage/(Shortage) Due to Won Rate Fluctuations.

Page 3, Paragraph 3-1, Establishing an Army Dining Facility. Add subparagraph 3-1.1 at the end of subparagraph 3-1:

3.1.1. Requests to establish a unit or consolidated dining facility will be submitted by the unit or organization Commander thru the Garrison Commander to IMA KORO Food Service for approval.

Page 19, Paragraph 3-15, Menu planning and nutrition requirements. Add the following sentences at the end of subparagraph 3-15a:

An enlisted dining facility advisory council will be conducted on a monthly basis. Minutes of the council meeting will be posted within the dining facility for diner review. Dining facilities that serve KATUSA soldiers will include a minimum of one KATUSA on the dining facility council.

Page 33, Paragraph 3-25, Headcount procedures. Add subparagraph 3-25b(5), 3-25b(6), 3-25b(7), 3-25b(8) and 3-25(9) to include note after subparagraph 3-25b(4):

3-25b(5) A separate DA Form 3032 (Signature Headcount Sheet) will be used for each category of subsisted foreign national and military personnel listed in table below.

3-25b(6) KATUSA and ROK United Nations Honor Guard (HQ UNC) personnel will sign a separate DA Form 3032 annotated with their respective meal card overstamp abbreviation in the diner category block.

3-25b(7) All other personnel listed below will sign a separate DA Form 3032 annotated with their respective meal card overstamp abbreviation in the "reimbursement" diner category block.

Categories of subsisted personnel and their authorizations		
<u>CATEGORY</u>	<u>MEAL CARD OVERSTAMP SYMBOL</u>	<u>AGENCY RECEIVING BILLING</u>
KATUSA	USE OF KATUSA ID CARD ILO MEAL CARD	Military personnel, Army (MPA); reported separately from other MPA funded meals
Honor Guard of UNC/CFC/USFK/8 th US Army/Republic of Korea Armed Forces	HQ, United Nations Command (UNC)	MPA (ROK military reported separately from other MPA funded member assigned meals) to UNC/CFC/USFK/8 th US Army Honor Guard
United Nations Military		Applicable UNC liaison Group
Thailand	UNCSPT-TH	
Philippines	UNCSPT-PH	
Canada	UNCSPT-CA	
Australia	UNCSPT-AU	
United Kingdom	UNCSPT-UK	
Military member of ROK Armed Forces or ROK civilian assigned or attached for planning or conducting exercises	MNDSPT	ROK Ministry of National Defense (MND)
Military member of ROK Armed Forces assigned to Combined Forces Command (CFC)	CFCSPT	Combined Forces Command
Korean Service Corps (KSC)*	KSCSPT	Eighth Army, G3

3-25b(8) KATUSA personnel will not be issued meal cards. Their ID card will be used as identification/authorization to subsist. The ID card number (bottom right corner) will be annotated in its entirety as the meal card number on DA Form 3032.

3-25b(9) Local national personnel (ROK, KATUSA, etc.) may sign signature headcount sheets in either English or Korean (Hangul).

* Note: Orders from the KSC Command assigning them to Eighth US Army for ration support will be used in lieu of meal cards. Eighth Army G3 will approve the orders assigning the KSC personnel to Eighth US Army IMA-KORO will approve the use of these orders in lieu of meal cards.

Page 40, Paragraph 3-27, Cash Collection. Add subparagraph 3-27e(4) after subparagraph 3-27e(3):

3-27e(4) The Won rate, which is set at the beginning of each month by finance, will be used to determine the cost of meals in local currency. An example of the meal price calculation is provided below:

Breakfast meal price (as established by DOD Comptroller): \$1.70 x ₩1018 (Won rate 1 Dec 04) = ₩1730.60; therefore, the breakfast meal charge is ₩1730.60.

The calculated won meal price will be annotated in the appropriate food charges block of DD Form 1544 IAW DA Pam 30-22.

Page 42, Figure 3-10, Sample DD Form 1544. Add Note 6 after Note 5 of figure 3-10:

Note 6. A separate DD Form 1544 will be used when collecting local currency (Won) from foreign national employees. The top of the DD Form 1544 will be marked "**Foreign Cash Collected**". The number of meals paid in won will be added to the meals paid for in US dollars and will be reported appropriately on the AFMIS Headcount/Cash Collected Report (PCN-AJK-A07) on the following lines: **CASH (BAS)** and **TOTAL SURCHARGE**, as applicable.

Page 46, Figure 3-11, Sample DA Form 3546 and Instructions. Add Note 2 after Note:

Note 2. Enter data that will clarify strikeovers or errors on the reverse side of the DA Form 3546.

Page 46, Paragraph 3-29, Cash Turn-In Procedures. Add subparagraph 3-29a(6) after subparagraph 3-29a(5):

3-29a(6) Foreign cash collected will be turned in to the FSO upon the completion of the DD Form 1544, preparation of DD Form 1131, or the end of accounting period, whichever occurs first.

Page 53, Paragraph 3-38, Cash Collection Voucher. Add subparagraph 3-38j after subparagraph 3-38i:

3-38j. KORO procedures for turn-in of Won:

- (1) Call finance on the day of turn-in to obtain the current command won rate.
- (2) Report won collected on the AFMIS DD Form 1131. All information concerning the dollar value of won turned in must be manually typed on the AFMIS DD Form 1131 (PCN-AJK-A07) after the report is completed in AFMIS and printed.
- (3) Type the following information on the AFMIS DD Form 1131 below the food cost and surcharge entries for field operations:

Won Collected/Conversion Rate
Dollar Value of Won Turn-In
Cash Turn-In Overage/(Shortage)

- (4) In the space immediately below the **Total Cash Turn-In** line of the automated form, type the following entry: **Corrected Cash Turn-In**. This value will be the sum of the US dollars turned-in and the dollar value of the won turned-in.
- (5) Follow instructions in Appendix I with sample DD Forms 1131 to determine if there is a cash overage or shortage due to the won rate fluctuation.

Page 62, Paragraph 3-40, Headcount Summary. Add subparagraph 3-40f after subparagraph 3-40e:

3-40f. All dining facilities will maintain AK Form 30-22-R-E, Continuation Sheet to DA Form 2970, Headcount Report, to account for KATUSAs and each of the allied nation reimbursable categories. FOS will submit this form to the supporting TISA to allow for proper reimbursement to the US government. A copy will also be maintained in dining facility files. When consolidating headcount data from the AK Form 30-22-R-E for input into AFMIS Headcount/Cash Collected Report (PCN AJK-A01), the following procedures will apply:

- (1) KATUSA headcount will be reported on the line listed as **OTHERS**.
- (2) Headcounts from lines 16.1 thru 16.8 on AK Form 30-22-R-E will be totaled and reported on the line listed as **FAO ACTION**.

Page 68, Paragraph 3-43, Basic Daily Food Allowance. Add subparagraph 3-43d after subparagraph 3-43c:

3-43d. Special food allowances will be provided as follows:

- (1) All dining facilities will receive a special food allowance for locally procured Fresh Fruits and Vegetables (FF&Vs). Excess cost for FF&V will be computed by the TISA for each issue and posted to each dining facility account using Option "I", Excess Cost

Adjustment process, found in the TISA module Financial Accounting Subfunction. The excess cost credit will be processed using the “1/2 Pint Milk” column on screen AJK-699. Computation of excess cost will be as follows:

- (a) Determine the price difference between the local purchase price and the C8900PL/DSO price for each FF&V item issued.
- (b) Multiply each price difference by the total amount of the item issued for that day. These results represent the excess costs to be posted as a credit.
- (c) Excess costs determined above are posted to the dining facility account using Option “I”, Excess Cost Adjustment. If more than one item requires excess cost credit, compute and total ALL excess costs for the day for a single entry to the account.
- (d) If the final issue for the month is made on the last working day, the excess credit must be computed and entered on the account card.

(2) A 15% supplemental allowance is authorized for all dining facilities subsisting KATUSA and ROK personnel on a continual basis, including major training exercises. The allowance is calculated on a weekly basis based on the number of KATUSA and/or ROK personnel subsisted, and will be applied as a credit for kimchi, hot pepper and bean paste, tofu and seaweed products. Sample calculation is as follows:

- (a) Number of KATUSA/ROK personnel subsisted from AK Form 30-22-R-E will be converted to man-days fed.

Breakfast	73 personnel x .20 =	14.6 man-days fed
Lunch	118 personnel x .40 =	47.2 man-days fed
Dinner	98 personnel x .40 =	39.2 man-days fed
	Total =	101 man-days fed

Number of man-days fed will be applied to 15% of the current BDFA, i.e. 101 man-days fed x \$1.46 = \$147.46 credit.

- (b) Enter the special food allowance credit to the dining facility account using Financial Accounting Subfunction, Option “I” screen AJK-699 under “Test Directed Item (TTI)”.
- (c) The food allowance for ROK/KATUSA specific feeding requirements will be accomplished on a weekly basis. FOS must be aware that the credit for the last week of the month, or part thereof, will not appear on the current month’s account, but will be posted to the following month’s account.

(3) The FF&V excess cost must be reported on the DA Form 2969-R. The system generated DA Form 2969-R report will capture these costs in Section E and will be identified as ½ Pint Milk credits. The transaction codes on the account card identifying kimchi and FF&V excess cost credits are as follows:

TTI = Special Food Allowance for ROK/KATUSA Specific Feeding Requirements
PMK = Excess Cost for FF&V

Page 95, Paragraph 3-68, Food Recovery Program. Add subparagraph (4) and (5) after subparagraph 3-68c(3):

- (4) One copy will be provided to HQ IMA-KORO (IMKO-LOD-FS)
- (5) One copy will be provided to HQ EUSA, G4 (EAGD-SO-FS).

Page 97, Paragraph 3-70, Menu Standards. Add subparagraph 3-70b2(l) after subparagraph 3-70b2(k):

3-70b2(l) A minimum of two kimchi choices, hot pepper paste, bean paste, tofu, and seaweed products will be served for all lunch and dinner meals in all facilities feeding ROK/KATUSA Soldiers. This includes midnight meals (night dinner) when authorized.

Page 103, Paragraph 4-7, Unit Basic Load. Add subparagraph 4-7h after subparagraph 4-7g:

4-7h. All IMA KORO TDA units, organizations, or activities are authorized and will maintain a UBL of nine (9) meals of MREs for each military and civilian person authorized (including KATUSA and DAC), assigned or attached for a period of more than 60 days.

1. To accommodate rotation of UBL MREs in AFMIS, TISAs will use the process to add a customer and complete screen AJK-724 using the following information:

TRANSACTION	FY05 & Beyond
Issue to Unit PBO & Turn-In to TISA	USE DODAAC – YAAUBL USE APC CODE – 9 GAS

2. All Subsistence Supply Managers (SSM) will maintain a list of units, location, quantity turned-in, and quantity issued, date of pack and date rotated for all MREs.

Page 210, Paragraph C-1, General Conduct of Operational Reviews. Add subparagraph C-1f after subparagraph C-1e:

C-1f. Requisitioning, receiving and physical security reviews will be conducted quarterly.

APPENDIX I

INSTRUCTIONS TO DETERMINE CASH OVERAGE/(SHORTAGE) DUE TO WON RATE FLUCTUATIONS

Use the following methodology to determine if there is a cash overage/(shortage) due to won rate fluctuations. This information will be used to report overages/(shortages) on the AFMIS DD Form 1131 (PCN-AJK-A07), Cash Collection Report.

Step 1: Complete the AFMIS DD Form 1131 (PCN-AJK-A07) as required following AFMIS procedures. The dollar values will include actual U.S. dollars collected and the dollar value for all meals paid for with won. These amounts will be supported by the appropriate DD Forms 1544, Cash Meal Payment Sheet.

Step 2: Print the AFMIS DD Form 1131 (PCN0AJK-A07)

Step 3: Type in the amount of won to turn in immediately after the field operations entries (see sample AFMIS DD Form 1131, figures 1 and 2). Also type in the won conversion rate as of the day of turn-in.

Step 4: Divide the amount of won collected by the won conversion rate to determine the dollar value of the won turn-in (see both DD Forms 1131 samples):

$$\begin{array}{rcl} \text{₩28,600} & \div & \text{₩1,018} \\ \text{(won collected)} & \div & \text{(conversion rate)} \end{array} = \$28.09$$

Step 5: Determine the U.S. dollars to be turned in. This amount should reflect the sheet totals (including overages/shortages) from the DD Forms 1544 used to collect U.S. dollars.

Step 6: Subtract the U.S. dollars to be turned in from the TOTAL CASH TURN-IN line on the AFMIS DD Form 1131. For example, on the AFMIS DD Forms 1131, TOTAL CASH, TURN-IN IS \$128.00. The U.S. dollar turn-in is \$100.00. The difference represents the expected dollar value of won turn-in.

TOTAL CASH TURN-IN	\$128.00
U.S. DOLLARS TURNED-IN	<u>\$100.00</u>
EXPECTED DOLLAR VALUE OF WON TURN-IN	\$28.00

Step 7: Compare the expected dollar value of won turn-in with the actual dollar value of won turn-in (see step 4). If the expected dollar value of won turn-in is greater than the actual dollar value of the won turn-in, there will be a cash shortage.

(Step 6) Expected dollar value of won turn-in	\$28.00
(Step 4) Dollar value of won turn-in	<u>\$27.91</u>
CASH SHORTAGE	(\$0.09)

NOTE: Place shortage value in parentheses on the AFMIS DD Form 1131. If the actual dollar value of the won turn-in is greater than the expected dollar value of won turn-in there will be a cash overage.

(Step 4) Dollar Value of Won Turn-in	\$28.09
(Step 6) Expected Dollar Value of Won Turn-in	<u>\$28.00</u>
CASH OVERAGE	\$0.09

Step 8: Determine the CORRECTED CASH TURN-IN by applying the cash overage (Add to the Total Cash Turn-In) or shortage (subtract from the Total Cash Turn-In) to the Total Cash Turn-in amount.

Step 9: Submit AFMIS DD Form 1131 with supporting DD Forms 1544 to food service officer for turn-in to supporting finance and accounting office.